

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY



OFFICE OF  
ADMINISTRATION  
AND RESOURCES  
MANAGEMENT

July 31, 2018

**MEMORANDUM**

**SUBJECT:** Senior Executive Service Reassignment

**FROM:** Kyle Barja  
HR Specialist, RTP Shared Service Center

**TO:** Steven Fine

Your reassignment to the Senior Executive Service (SES) position of Senior Advisor to the Assistant Administrator, ES-0340-00, has been approved. This position is located in the Office of Air and Radiation (OAR), Ann Arbor, MI. The annual salary associated with this reassignment is \$189,600.

The reason for the reassignment is to provide strategic advice and assistance across OAR's portfolio in the areas of information technology and information management.

The law establishing the SES requires that you receive written notice 60 calendar days in advance of any reassignment out of the commuting area. This provision was established to protect employees by providing them with an opportunity to raise questions and issues to management, prior to a reassignment. This memorandum is your written notice of your reassignment.

If you have any questions about this reassignment, please contact me at [barja.kyle@epa.gov](mailto:barja.kyle@epa.gov) or 919-541-2477.

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Please indicate your preference by placing an X beside your choice and return this document via email to [barja.kyle@epa.gov](mailto:barja.kyle@epa.gov).

I wish to: \_\_\_\_\_ wait the full 60 calendar day notice period prior to this reassignment.

I wish to: ☒ X \_\_\_\_\_ waive the 60 calendar day notice period.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_